

# Special Event Permit Application

Requirements for Special Events as defined by Ordinance 10-10 and Chapter 125 of City of Norwalk Code of Ordinances

A special event means an event sponsored by an individual, organization, club, group, partnership or corporation in which the public is invited to attend and requires the use of public streets, public property as a staging area for promotion of the event, or requires the use of public resources to maintain the health, safety and welfare of the public.

A special event area is defined as an area where the general public is invited to gather for the event and where the interest of the promoter will be promoted and or celebrated and where there may be displays, speeches, the performance of music or arts, games and other similar celebrations, and sale of and/or distribution of literature, antiques, crafts, curios, art or artifacts, food and other similar items

# CITY OF NORWALK SPECIAL EVENTS APPLICATION



Please make sure the application is complete before submitting it to City Hall. This includes the fee payment and the \$1,000,000 insurance certificate. The application should be submitted at least 1 month in advance of the event date.

## FOR OFFICE USE ONLY

Date Received:	Received by:	Fee:	Insurance Certificate:
----------------	--------------	------	------------------------

Name of Event:

Date of Application:	Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No Make check payable to City of Norwalk
Attach Insurance Certificate (\$1,000,000 min) naming City of Norwalk "Also Insured".	Insurance Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No

Describe the Event: (Purpose of event)

## PROMOTER AND CONTACT PERSON INFORMATION

Promoter's Name:		Contact Person:	
Signature:		Signature:	
Date of Birth:		Date of Birth:	
Address:		Address:	
Phone:	Cell Phone:	Phone:	Cell Phone:

## EVENT INFORMATION

Date(s) and Time(s) of Event:
Date(s) and Time(s) of Set-Up/Take Down:
Location of Event: Name streets, parks, area, etc. and ATTACH map or drawing.
Will there be a band or DJ? <input type="checkbox"/> Yes <input type="checkbox"/> No

## EVENT INFORMATION (Cont.)

**DO STREETS NEED TO BE CLOSED?** ☐ Yes ☐ No If YES, list streets to be closed and indicate on map. Also, list number of barricades needed.

Street Name:	Distance on Street:	Length of Time for Street Closings:	# of Barricades:
--------------	---------------------	-------------------------------------	------------------

Street Name:	Distance on Street:	Length of Time for Street Closings:	# of Barricades:
--------------	---------------------	-------------------------------------	------------------

Street Name:	Distance on Street:	Length of Time for Street Closings:	# of Barricades:
--------------	---------------------	-------------------------------------	------------------

**DO PARKING SPACES NEED TO BE RESERVED?** ☐ Yes ☐ No If spaces need to be roped off or reserved, please indicate below.

Location:	# of Cones:
Location:	# of Cones:
Location:	# of Cones:

**WILL SIGNAGE BE USED?** ☐ Yes ☐ No If YES, complete the Special Event Signage Information Sheet.

**WILL POLICE OFFICERS OR RESERVES BE NEEDED?** ☐ Yes ☐ No If YES, list the number needed and for what length of time. You will be billed \_\_\_\_\_ per hour per officer.

**WILL ANY OTHER CITY SERVICES BE NEEDED?** ☐ Yes ☐ No If YES, list details.

**WILL ALCOHOL BE SOLD?** ☐ Yes ☐ No If YES, complete the application for a beer/liquor permit at [www.iowaABD.com](http://www.iowaABD.com) click the "alcohol" tab at the top. Under "licensees" section, click the top link, "Licensing Applications". Click "create account" to set up a User ID and password. This link will take you to the correct page to set up your online account.

**COMPLETE LAYOUT OF THE CITY PROPERTY TO BE USED:** ☐ Map ☐ Drawing

If the map does not accurately show the area, then a drawing should be included. For example, the dimensions of the area to be used or a more detailed description of the area would be helpful. Please be reminded that if you are requesting the use of a park, the parking spaces around that area are not included in the permit, unless specifically requested.

**WILL THERE BE VENDER BOOTHS?** ☐ Yes ☐ No If YES, a list of the names of all vendors and a map showing the location and size of the vendor booths needs to be sent to City Hall prior to the date of the event as outlined in Sec 125.04 of the City Code (attached). The time requirement for submittal of this is dependent upon the length and size of your event. For large events, please supply this information earlier than the one month recommended.

**WILL ANY PART OF THE EVENT BE HELD ON PRIVATE PROPERTY?** ☐ Yes ☐ No If YES, list the address of the property and have the property owner sign below giving their consent for use of their property for this special event.

Property Owner:

Address:

Signature of Property Owner:

**City Council Approval (date):** \_\_\_\_\_**Acknowledgement****City Manager:** \_\_\_\_\_**City Clerk:** \_\_\_\_\_**Fire Chief:** \_\_\_\_\_**Police Chief:** \_\_\_\_\_**Public Works Director:** \_\_\_\_\_



## SPECIAL EVENTS – SIGNAGE INFORMATION SHEET

### Information Required:

Anyone that is planning to have temporary signage associated with a special event permit will need to submit the following signage information along with the Special Event Permit Application.

Type of Sign(s): (Please Describe)	
Size of Sign(s):	
Time of Sign Placement:	Time of Sign Removal:
Colors and Materials of Proposed Sign:	
Any Proposed Lighting:	
Proposed Location(s) of Signage:	

### Traffic Safety:

Signs shall not create a traffic hazard or impede vehicular or pedestrian traffic. Signs in the public right of way are prohibited unless expressly authorized by the Special Event Permit. The City of Norwalk reserves the right to require additional signage, which may be at the expense of the Special Event applicant, as determined for the safety and well being of the general public.

### Prompt Removal of Signs:

Temporary signs associated with a Special Event permit must be removed immediately upon the termination of the event.

### Right of Approval/Denial

The City of Norwalk reserves the right to approve or deny signage associated with Special Events and to determine the scheduling of such display if approved.